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15 MAR 1971

MEMORANDUM FOR: Chief, Support Services Staff

SUBJECT : Reports Cost Reduction

REFERENCE : Your memo to Office of Finance, dated
18 December 1970, Same Subject

1. In the referent memorandum you requested that the Office of Finance attempt to achieve a savings of \$41,000 in the costs reported in connection with our inventory which was submitted on 16 October 1970. We are attaching schedules of the savings anticipated, arranged in accordance with the categorization of reports as outlined in your attachment to the referent memorandum. These savings may be summarized as follows:

Category 1	\$ 6,655.83
Category 2	15,072.66
Category 3	13.52
Category 4	3,848.74
Category 5	1,342.72
Category 6	---
Category 7	17,602.80
Category 8	---
Category 9	---
TOTAL	<u>\$44,536.27</u>

2. In addition, as requested, we are returning your listing of the Office of Finance Reports. Those which are being deleted are underscored in red and a new figure in green has been inserted for those reports for which we think there will be a reduction in cost of preparation and handling.

25X1

L. E. BUSH
Director of Finance

Attachments:

Schedules per para 1.

Reports listing per para 2.

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GROUP 1
Excluded from automatic
downgrading and
declassification

MORI/CDE